End of Day Items:

- Make sure all participant evaluations have been completed. Access participant evaluations from: Link provided on concept slides (also on SMART Training Website – Trainer and Driver page)

- Email or Fax sign-in sheet so that we can quickly record completions and no-shows

- Complete the instructor feedback form – include any outstanding parking lot questions from the day, comments on roster, or participant feedback. Access the instructor feedback form from: SMART Training Website – Trainer and Driver page

- Research parking lot questions in the Help Desk Knowledge Base. Record any outstanding questions as a Help Desk Ticket. (information provided at the 4/1/10 Help Desk Kickoff)

- Prepare the computers for the next day of training

  - Sign-off of the training database at each computer

  - Sign-off of the network at each computer (lab specific)

  - Remove sticky notes from the computers

- Tidy up!